



USAID
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AFGHANISTAN

**SERVICES UNDER PROGRAM AND PROJECT OFFICES
FOR RESULTS TRACKING PHASE II**

(SUPPORT-II) PROGRAM

BASE YEAR

**QUARTERLY ACTIVITY REPORT
Q-I JUL-SEP 2012**

USAID Contract No. AID-306-C-12-00012

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Submitted by:



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I. INTRODUCTION

Checchi and Company Consulting, Inc. (Checchi) is pleased to submit its first Quarterly Activity Report (QAR) for the USAID Afghanistan (USAID/A) funded *Services Under Program and Project Offices for Results Tracking Phase II* (SUPPORT-II) Program.

Other members of the Checchi Team are the Kabul University Translators Association (KUTA), Social Impact Inc. (SI), Social Development Legal Rights (SDLR), Synergy International Systems, Inc. (SIS), and Overseas Strategic Consulting, Ltd (OSC). This report covers the period July 5 – September 30, 2012.

The SUPPORT-II (S-II) Program is a Cost Plus Fixed Fee Contract referenced under USAID Contract No. AID-C-12-00012. The purpose of S-II is to execute a host of services through the Office of Program and Project Development (OPPD) to improve the efficiency of programs implemented by the Mission's Technical Offices. These services include the following:

- Assessments, Evaluations and Gender Analyses.
- Logistical support for hosting conferences, meetings and workshops.
- Management information and reporting.
- Mapping services and products.
- Performance Management Plan (PMP) and related activities.
- Third Party Monitoring, and
- Translation and interpretation services.

1.1 FINANCIAL SUMMARY

The estimated cost plus fixed fee for our base year period of performance is \$10,650,682.00 with \$7.0 million obligated. We will provide the COR with the amount remaining to be invoiced for the base year after our September invoice submission.

1.2 SUMMARY OF KEY ACCOMPLISHMENTS

Our key accomplishments during this first quarterly reporting period are as follows:

- On July 26, 2012 we held our Post-Award Conference with our CO/COR/A/COR and OAA staff.
- Successful start-up and rapid shift to our new contractual requirements, including submission and approvals of our Annual Work Plan, Monitoring and Evaluation Plan and Security Plan.
- Mission approvals were received for subcontracting with the Afghan Public Protection Force (APPF), our Risk Management Consultants – Garda World, renewal of our three office/compound leases, and approvals for purchasing three new non-armored Toyota vehicles.
- Vetting approvals were also received for SDLR.
- Submission of numerous mapping requests for the Mission and Implementing Partners, and
- Start of OPPD's CTAP evaluation and recruiting for several gender analyses and performance evaluations as described under Task 6.

II. MANAGEMENT

2.1 ADMINISTRATION

As per our discussions with the COR on August 8, 2012, we are awaiting notification from the COR to establish satellite offices in Jalalabad and Kandahar.

2.2 PERSONNEL

During this reporting period we received COR approval to eliminate the Development Outreach & Communications (DOC) position and shift that position's level of effort to a new Gender Specialist position. Ms Suzanne Savage, formerly our Program Design-Monitoring and Evaluation Team Leader, assumed this new position, and Dr. Mafiz Islam has been approved to replace Ms Savage as our Program Design/Monitoring and Evaluation Team Leader.

Manizha Wafeq joined S-II on September 28 and will be working with the gender team. Mr. Noor Atel will join S-II on October 13 as our Senior Monitoring and Evaluation Specialist, and Ms Hosay Rahimi will join us on October 14 as our Human Resources Assistant.

Mr. M. K. Haseeb, GIS Manager, resigned during this reporting period to travel to the USA under his special visa with his family, and we are recruiting for a replacement. Similarly, Mr. Shoaib Rashedi resigned from his position as IT Specialist and Mr. Habibi was employed as his replacement. Mr. William McCullough, our interim Safety Officer, demobilized in late September.

We are very fortunate to have an experienced, highly motivated and qualified Afghan team that is looking forward to the challenges of SUPPORT-II.

2.3 SECURITY

We had no security-related incidents during this reporting period. We have subcontracted with Garda World for two Risk Management Consultants, Mr. Kit Bawden and Mr. Michael Mills, who were mobilized at the end of September. We continue to have APPF guards for external security as we negotiate our new contract with APPF.

III. TASKS AND DELIVERABLES

The reporting format for our QAR reflects the tasks identified in our Annual Work Plan and the Contract document. All Tasks and Deliverables are tailored to the needs of USAID/A, and are intended to improve the overall efficiency and effectiveness of the Mission's programs, as well as to improve the information and reporting mechanisms, products and systems.

TASK 1 PERFORMANCE MONITORING SUPPORT

Task 1: The Contractor shall collaborate with OPPD and the Mission's technical offices to establish a Performance Management Plan (PMP) for the Mission, and revise PMPs at

the Assistance Objective and program area levels to respond and adhere to new standard indicators and other relevant guidance for Afghanistan, with final approval by the Mission.

Deliverable 1: Revised USAID/Afghanistan PMP 2011-2015 and annual updates for the remaining years of the contract.

Deliverable 2: Updates to the Mission's PMP through the semi-annual portfolio review process to reflect changes in strategy, targets and/or activities. This deliverable is due semi-annually.

Deliverable 3: Semi-annual PMP Data Quality Assessment Report. This deliverable is due 30 days after each semi-annual portfolio review.

Deliverable 4: A report recommending streamlined processes and procedures for generating data and/or information reports that require multiple formats as required by USAID/Washington, the State Department, GIRoA, and other USG agencies as applicable.

Status: We are currently mobilizing an STTA to conduct OPPD's Data Quality Analysis, which is scheduled to begin on/about October 23, 2012.

TASK 2 PROGRAM RESULTS DATA

Task 2: The Contractor shall collaborate with relevant USAID/Afghanistan staff to track program results against indicators, targets, and baselines in the PMP. The Contractor shall collect data on a quarterly basis from the Government of the Islamic Republic of Afghanistan (GIRoA), other donors, and public data sources, and shall identify data that needs to be collected and reported by USAID implementing partners (contractors, grantees, non-governmental organizations (NGOs), GIRoA) to establish baselines for all indicators. The Contractor shall provide guidance to USAID implementing partners on data specifications, and shall provide them with training as needed to ensure that PMP-related data is being captured and reported. The Contractor shall collect, collate and analyze data presented by USAID implementing partners in their periodic reports and updates.

Deliverable 1: This activity is related to Task 1 and will be determined and requested by the COR.

Status: No activity during this reporting period.

TASK 3 INFORMATION REPORTING

Task 3: The Contractor shall analyze the Mission's procedures for generating information for periodic reports and data calls, including but not limited to the PPR, OP, Mission Strategic Plan (MSP), and the various formats required for each report. The Contractor shall prepare recommendations on how to streamline management and reporting of the data/information, and use of program information systems to improve efficiency and reduce the amount of time spent on preparing related reports and responding to data calls.

Deliverable: Recommendations on how to streamline the management and reporting of data and information and use of program information systems to improve efficiency and reduce the amount of time spent on preparing related reports and responding to data calls. This activity is related to Task 1 and will be determined and requested by the COR.

Status: No activity during this reporting period.

TASK 4 MONITORING

Task 4: The Contractor shall provide short and long-term technical assistance for the purpose of conducting field-based project monitoring. The Contractor shall provide monitoring teams with the necessary skills and experience for USAID/Afghanistan COR concurrence; provide logistical support and quality control to visit project sites in the field and monitor project performance and project activities; facilitate presentations to the Mission, GIRA, and other donors and partners on the findings, and solicit feedback on recommendations; and finalize monitoring report in coordination with OPPD and the relevant technical office.

Deliverable: Field based monitoring of programs as identified and requested by the COR.

Status: No activity during this reporting period. We are awaiting directions and a list of programs and/or enumerations for field work.

TASK 5 RECOMMENDATIONS

Task 5: The Contractor shall coordinate with OPPD and relevant technical offices to recommend when program evaluations should be conducted based on third party monitoring. The Contractor shall identify the following situations, which could also trigger the need for an evaluation:

- Performance information indicates an unexpected result (positive or negative) that should be explained (such as gender-differentiated results);
- Informed feedback from customers, partners or others suggests that there are implementation problems, unmet needs, or unintended consequences or impacts;
- Issues of sustainability, cost-effectiveness, or relevance have been cited in the portfolio review or PMP monitoring process; or
- The validity of Results Framework hypotheses or critical assumptions are questioned, e.g. due to unanticipated changes in the host country environment.

Deliverable: Recommendations for conducting evaluations based on third party monitoring findings and conclusions, including the above criteria.

Status: No activity during this reporting period. We are awaiting directions and a list of programs and/or enumerations for field work.

TASK 6 EVALUATIONS OF MISSION FUNDED PROGRAMS

Task 6: On an annual basis, the Contractor shall perform at least 15 interim or final evaluations of Mission-funded programs, projects and/or activities, analyzing progress made, lessons learned, issues and challenges encountered during implementation, and relevance to USAID/A's Assistance Objectives.

Deliverable: At least 15 interim or final performance evaluations, including assessments and gender analyses of Mission funded programs.

Status: During this reporting period we were engaged in the following activities:

6.1 ASSESSMENTS/GENDER ANALYSES

We received notification of planned activities and/or received SOWs and recruited STTA for the gender analyses identified below:

1. ODG's Municipalities Strengthening Program –awaiting the SOW.
2. OEG's Trade and Accession for Afghanistan (TAFA-III) -- planned for November.
3. OEGI's Technical Assistance for Roads Projects (TARP) – awaiting the SOW.
4. OPPD's Providing Opportunities to Women through Enabling Resources (POWER) Project – scheduled to begin on October 15.
5. OPPD's Women in Transition (WIT) program -- scheduled to begin November 2/3, 2012.

6.2 EVALUATIONS

We have one on-going evaluation and are recruiting STTA for three others as described below:

1. OPPD's Civilian Technical Assistance Program (CTAP) performance evaluation is on-going and is scheduled to end in early November. An exit briefing was held on Oct 18 and thereafter the three STTA returned home to finalize their report.
2. We received ODG's Sub-national Governance (SNG) SOW and are recruiting STTA for this activity, which is scheduled to begin in late October-early November.
3. We received ODG's SOW for the Regional Afghan Municipalities Program for Urban Populations (RAMP-UP), scheduled for January 2013. We reviewed the SOW and submitted it to OPPD with comments and questions for ODG. A meeting to review and finalize the SOW is scheduled for late October.
4. We also received a team composition description for ODG's land reform LARA project and are recruiting STTA as we await the full SOW.

TASK 7 ANNUAL REVIEW OF ASSISTANCE OBJECTIVES

Task 7: The Contractor shall provide short and long-term technical assistance to conduct and complete annual reviews of each of USAID/Afghanistan's Assistance Objectives, measuring progress of activities against established intermediate results, and analyzing whether the activities under an Assistance Objective are working cohesively to address

the Assistance Objective's overall goal. The review shall also include a comprehensive statement of the overall impact of the USAID/Afghanistan-supported program.

Deliverable: This task is related to Task 1 and requests for support services and specific deliverables will be identified and requested by the COR.

Status: No activity during this reporting period.

TASK 8 ANDS TRACKING TASK

Task 8: The SUPPORT Contractor shall track USAID's contributions against ANDS benchmarks & timelines, and shall help the Mission to mesh them with USAID's own targets and indicators where it is appropriate to do so.

Deliverable: This task is related to Task 1 and requests for support services and specific deliverables will be identified and requested by the COR.

Status: No activity during this reporting period.

TASK 9 FIELD BASED ASSESSMENTS

Task 9: The Contractor shall conduct field-based assessments, particularly in post-conflict and transitional environments, and draft performance-based SOWs, from which it shall provide short-term technical assistance for accomplishment of the tasks listed above.

Deliverable: Draft and obtain approvals for performance based SOWs, recruit and provide STTA to undertaken field based monitoring, and submit report on each activity.

Status: No activity during this reporting period. We are awaiting direction and a list of programs to be monitored from OPPD. Upon receipt of instructions and the list we are prepared to draft a monitoring plan for review by OPPD.

TASK 10 LOGISTICAL SUPPORT

Task 10: In support of USAID/Afghanistan's training and donor coordination activities, the Contractor shall organize and facilitate workshops, conferences and meetings for USAID staff and their implementing partners.

The Contractor shall also organize presentations on USAID programs for the host country, other donors, and distinguished visitors (VIPs). When requested, the Contractor shall provide a facilitator. The Contractor's facilities shall be used for donor coordination meetings and the convening of advisory groups responsible for overseeing project implementation.

Deliverable: Provide secure conference facilities to the Mission and its Implementing Partners, with a facilitator as required. As requested by the COR, organize presentations as discussed above.

Status: All S-II conference facilities are fully operational. We have one large conference room in Office #1 capable of seating 45-50 persons and in Office #3 a conference room

capable of seating 40-45 persons. We also have several smaller conference rooms in Office #3. We are also in the process of procuring two overhead projectors for the Office #1 and Office #3 conference rooms, and procuring translation equipment.

During this reporting period we hosted the following events at our compound:

1. USAID/A provided AfghanInfo 2.0 training for IPs on August 29-30, 2012 and on September 3-4, 2012. A fifth day of training was held for USAID/Embassy staff on September 5, 2012.
2. An implementing partner booked two events for October 8-11, 2012 and then notified us that they were rescheduling the events.
3. We have an OTI event booked for November 5-6, 2012.

TASK 11 COMMUNICATIONS AND OUTREACH SUPPORT

Task 11: The Contractor shall maintain website contents publishing and update, as well as writing and editing support on a number of information product tasks.

Deliverable: As previously mentioned this task has been eliminated from support services and will be removed from future QARs and our Annual Work Plan when we receive our first contract modification referencing this change.

Status: See above. This position has been reclassified as a Gender Specialist.

TASK 12 TRANSLATION SERVICES

Task 12: The Contractor shall provide translations of technical and legal documents (into English, Dari and/or Pashto), and intermittent short term interpreters available on short notice and able to function in all of these three languages and in the technical areas of the USAID portfolio. They shall accompany Mission staff to official meetings and meetings in the field, have (or easily qualify to obtain) security background checks, and shall be able to accurately discuss development topics in the Mission portfolio in Dari, Pashto and English.

Deliverable: Translations and/or translators as requested by the COR.

Status: During this reporting period we performed the following translations:

- The MEW Organizational chart for OPPD.
- A Letter of Introduction to the CTAP Secretariat for OPPD's CTAP evaluation.
- APPF contract and new lease agreements for S-II.

TASK 13 INFORMATION MANAGEMENT

Task 13: To support the USAID/Afghanistan Information management needs, the Contractor shall provide information management services, systems, and other resources that help to effectively manage the demand for information and information products.

Deliverable: Mapping products and other data and/or information as requested by the COR.

Status: Mapping services and mapping products are on-going. We responded to the following requests during this quarter:

- Updated 12 provincial maps of USAID/A projects
- Created Kabul City map showing Ministry locations for the CTAP evaluation
- Updated 2 Kabul map for security section
- Created All Afghanistan maps for staff
- Created and updated an Afghanistan/Pakistan/India map showing road networks
- Cleaned up Pakistan/India shape files for OPPD
- Converted shape file data for Afghanistan/Pakistan/India map.

VI. SUMMARY STATUS OF TASKS AND DELIVERABLES

A summary page will be included in all Quarterly Activity Reports to allow the COR and USAID/A to track performance and progress against specific tasks and deliverables. The table below will be revised once we receive directions from the COR on specific tasks and deliverables.

<i>TASK</i>	<i>TASK & DELIVERABLE</i>	<i>STATUS OF DELIVERABLE</i>
1	PMP and related activities	On-going with DQA scheduled. Other activities as determined by the COR.
2	Track results and collect data quarterly	To be determined by COR
3	Analyze Mission's procedures for generating information for periodic report.	To be determined by COR
4	Third Party Monitoring	To be determined by COR.
5	Recommend when program evaluations should be conducted based on third party monitoring	As requested by the COR.
6	Evaluation of Activities, Programs and Projects Deliverable 6. On an annual basis perform at least 15 interim or final evaluations of Mission funded program.	On-going as requested by the COR.
7	STTA to review Mission's Assistance Objectives	As requested by the COR.
8	Track Mission's contributions to ANDS	As requested by the COR.
9	Conduct Field Based Assessments	To be determined by COR.
10	Logistical support for conferences.	On-going
11	Communication & Outreach Support Deliverable 11	Position eliminated and changed to Gender Specialist.
12	Translation and Interpretation Services Deliverable 11. Translation of technical, legal, media and/or other documents into English, Dari and/or Pashto.	On-going as requested by the COR.
13	Mapping & Information needs	On-going as requested by the COR.